

S.T.A.R. – Stand Together and Recover Centers, Inc.
Job Description

Job Details

Title:	Discharge Care Coordinator RSS/Driver	Created Date:	7/24/2014
Reports to:	Chief Clinical Officer	Revision Date:	6/3/2016
Supervises:	N/A	FLSA Classification:	Non-Exempt
Full/Part-time:	Full-time	Hours per Week Expected:	40

Purpose of Position:

Help members smoothly transition from inpatient services to outpatient services. Participate in clinical staffings as support and advocate for the member. Be the point of contact for coordination during the next 90 days of member's discharge. Assist member with increasing their natural supports and finding community resources. Completes all documentation daily.

Essential Functions:

- Complete hospital visits and engage member while inpatient.
- Participate in the discharge planning staffing with the inpatient team, outpatient team, and member.
- Schedule the member for STAR day services and titrate them down as stability and community supports increase.
- Arrange and/or provide transportation.
- Complete home visits.
- Make phone calls to member for engagement.
- Coordinate with the clinical team.
- Assist member in determining personal interests and finding community based non-clinical activities that fulfill their interests.
- Assist member in advocating for their needs.
- Complete documentation in a timely manner.
- Attend staff meetings and training classes.
- Other duties as assigned

Company Driver? Yes No

Safety Sensitive? Yes No

Transports Clients? Yes No

Physical Requirements

	Regularly	Frequently	Occasionally	Rarely
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Climbing/Balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching – with Arms & Hands	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping/Kneeling/Crouching/Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling/Touching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision (Close, Peripheral, Depth, Ability to Adjust Focus)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting up to 10 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 10-25 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 25-50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting more than 50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Education

GED or HS Diploma Required / Preferred

Experience:

Years & Type of Experience: Required / Preferred

Knowledge, Skills & Abilities:

- Must be able to handle several tasks at once
- Good communication and follow-up skills
- Must demonstrate excellent rapport with members
- Proficient computer/typing skills

Professional Certifications & Licenses:

Type & State: Peer Support Certification Required / Preferred

Other requirements:

- | | |
|---|---|
| Serious Mental Illness diagnosis (Bona Fide Occupational Qualification) | <input checked="" type="checkbox"/> Required / <input type="checkbox"/> Preferred |
| Peer Certification | <input checked="" type="checkbox"/> Required / <input type="checkbox"/> Preferred |
| At least 21 years of age (Bona Fide Occupational Qualification) | <input checked="" type="checkbox"/> Required / <input type="checkbox"/> Preferred |
| Valid AZ Driver’s License | <input checked="" type="checkbox"/> Required / <input type="checkbox"/> Preferred |
| CPR/First Aid Certification | <input checked="" type="checkbox"/> Required / <input type="checkbox"/> Preferred |
| Criminal Background Verification | <input checked="" type="checkbox"/> Required / <input type="checkbox"/> Preferred |
| DPS Class One Fingerprint Clearance Card | <input checked="" type="checkbox"/> Required / <input type="checkbox"/> Preferred |
| Pre-Hire and Random Drug/Alcohol Screening | <input checked="" type="checkbox"/> Required / <input type="checkbox"/> Preferred |
| Personal Vehicle | <input checked="" type="checkbox"/> Required / <input type="checkbox"/> Preferred |

Job Description Acknowledgement

I have read and understand the functions and requirements of this position. I understand that this is not to be considered as an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this position.

It is the policy of S.T.A.R. – Stand Together And Recover, Inc. to provide equal employment opportunity to all persons regardless of age, color, national origin, citizen status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, status with regard to public assistance, status as a disabled veteran and/or veteran of the armed forces or any other characteristic protected by federal, state or local law.

Employee Signature

Date

Supervisor Signature

Date